



USING THE NEW ABBREVIATED DIALING PROGRAM FEATURE

For Users of the Following Display Telephones:

**8405D, 8405D Plus, 8410D, 8411D, and 8434DX Voice Terminals
AND 6408D Plus, 6416D Plus, and 6424D Plus Telephones
Connected to a DEFINITY® ECS and/or PROLOGIX™
Release 6.3 or later**

**555-233-705
Comcode 108343294
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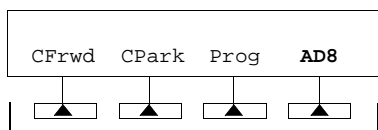
Introduction

Beginning with Release 6.3 of the DEFINITY® ECS and/or PROLOGIX™ software, the following enhancements have been made to the Abbreviated Dialing (AD) Program feature:

- Messages appear on the display to step you through the programming procedure. When you program a softkey, you can also program a label of up to five characters that will appear on the display directly above it.
- To be programmable for abbreviated dialing, a button, whether it is a softkey or a hardkey (feature button), must be administered for the Abbreviated Dialing feature. You can use the Button View feature to find the Abbreviated Dialing buttons on your set. (To do this, select **BtnVu** from the softkey menu; then press the button you want to check.)

NOTE: If the speaker on your set has been deactivated, this feature will not work as described below. See your system manager to activate your speaker.

Programming an Abbreviated Dialing button on Softkeys (the four buttons immediately below the display)



These are the four softkeys

NOTE: If you make a mistake while programming, you CANNOT move back a space to erase it. Instead, save whatever you have entered by pressing the “#” key and start over.

1. Enter Programming mode. (To do this, press the button labeled **Prog**, if your set has one, or select **Prog** from the softkey menu by pressing the **Menu** button, then the **Next** or **Prev** button, if necessary, until you see **Prog** on the display. Then press the softkey below **Prog**.)

*Your telephone will go off-hook, and the light next to **Spkr** will go on. You will see the message, **Press button to program** on the display.*

NOTE: If you do not see this message once you have entered Programming mode, your telephone is probably NOT connected to a Release 6.3 switch. For help, contact your system manager.

2. Select the softkey/feature button you want to program. (To do this, press the **Menu** button again, then press **Next** or **Prev**, if necessary, until you see the label of the softkey you want on the display; then press the softkey below that label.)
*You will see the message, **Change number? Yes=1 No=2** on the display.*
3. If you want to enter a new number or change an existing number, press the “1” key on the dial pad and continue with Step 3A. If you do not want to change the number, press the “2” key and skip to step 3B.

— **3A.** You will see the message **Enter number:** on the display. Enter the number you want that button to call. See the “Helpful Hints” section on the last page for information on the numbers you can enter.

When you have finished entering the number, press the “#” key.

You will hear the confirmation tone (three beeps), and you will see the message **Number saved** for one second and then the message **Change label? Yes=1 No=2**. Skip to Step 4.

— **3B.** You will see the message **Change label? Yes=1 No=2**. Continue with Step 4.

4. If you want to change the label for that softkey, press the “1” key on the dial pad and continue with Step 4A. If you do not want to change the label, press the “2” key and skip to Step 4B.

— **4A.** You will see the message **Enter label** on the display. Use the dial pad to enter the label you want, up to five characters. (Pressing a dial pad key once enters the first letter on the key; if you want a different letter or the number, press the key repeatedly until the character you want appears on the display.) If the next letter of the label is on the same dial pad key, press the “*” key to advance to the next space.

When you have finished entering the label, press the “#” key.

You will hear the confirmation tone (three beeps), and you will see the message **Label saved** for one second, then the message **Hang up to update display** for two seconds and then the message **Press button to program**. If you want to program another button, go back to Step 2; otherwise, skip to Step 5.

NOTE: When you program a label, it does not appear on the display until you hang up.

— **4B.** You will see the message **Press button to program**. If you want to program another button, go back to Step 2; otherwise, continue with Step 5.

5. To exit from Programming mode, hang up your telephone. (To do this, press the **Speaker** button or lift the handset and then put it back.)

Note: Pressing the Exit button does not exit you from Programming mode.

Programming Abbreviated Dialing on hardkeys (feature buttons) (the buttons next to paper label strips such as Jim x1234)

NOTE: If you make a mistake while programming, you CANNOT move back a space to erase it. Instead, save whatever you have entered by pressing the “#” key and start over.

1. Enter Programming mode. (To do this, press the button labeled **Prog**, if your set has one, or select **Prog** from the softkey menu by pressing the **Menu** button, then press **Next** or **Prev**, if necessary, until you see **Prog** on the display, and then press the softkey below **Prog**.)

Your set will go off-hook, and the light next to the **Speaker** button will go on. You will see the message **Press button to program** on the display.

NOTE: If you do not see this message once you have entered Programming mode, your telephone is probably NOT connected to a Release 6.3 switch. For help, contact your system manager.

2. Select the hardkey (feature button) you want to program. (To do this, press the button.)
3. *You will see the message **Enter number:** on the display.* Enter the number you want that button to call. See the "Helpful Hints" section below for information on the numbers you can enter.

When you have finished entering the number, press the "#" key.

*You will hear the confirmation tone (three beeps), and you will see the message **Number Saved** for one second and then the message **Press button to program**.*

If you want to program another button, go back to Step 2; otherwise, continue with Step 4.

NOTE: When you have changed the number called by a hardkey, you may want to change its label on the paper strip too.

4. To exit from Programming mode, hang up your telephone. (To do this, press the **Speaker** button, or lift the handset and then put it back.)

NOTE: Pressing the **Exit** button does not exit you from Programming mode.

Helpful Hints

- If the number you are entering for an Abbreviated Dialing button is an outside number, be sure to include any applicable trunk codes, for example, a "9."
- Numbers programmed on softkeys may be up to 24 digits in length; numbers programmed on hardkeys (feature buttons) may be up to 16 digits if the hardkey will be used as an auto-dial button or up to 24 digits if associated with a list. If you need help, see your system manager.
- Special functions such as Pause, Mark, and Wait, may be available on your softkey menu; if so, they can be inserted in the numbers you program. These functions may be accessed during programming by pressing the **Menu** button.
- You can enter feature access codes on Abbreviated Dialing buttons instead of telephone numbers so that the button initiates a feature rather than placing a call.

Prepared by
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